

***Government of Jammu and Kashmir***  
***Department of Social Welfare***  
**Office of the Nodal Officer ICDS Projects District Reasi**

Advertisement Notice No:- No/ICDS/R/03 of 2014

Dated:-02-01-2014

**Subject:- Recruitment of Class IV Posts in Social Welfare Department in District Reasi.**

In pursuance to Government order No:- 737-GAD of 2008 dated 3-5-2008 and Director Social Welfare Department Jammu's letter No:- DSWJ/Estt./17994-18004/2013 dt:- 17-9-2013 applications on the prescribed format in Annexure "A" are invited from permanent residents of J&K State belonging to District Reasi for recruitment to the post of Class IV as per the breakup given below:-

S.No	Name of Post	Pay Band	Grade Pay	Fixed Salary per month for First two year	Medical Allowance	Total Salary First two year	Total Salary During next three year	Medical Allowance	Total Salary during next 3 year
1	Conductress	4440-7440	1400	2920	300	3220	4380	300	4680
2	Cook	4440-7440	1400	2920	300	3220	4380	300	4680

**The breakup of posts**

S.No	Name of Post	No. of Post	Category wise Breakup					
			OM	RBA	SC	ST	ALC	Total
1	Conductress (Female)	03	1	1	1	Nil	Nil	3
2	Cook	1	1	Nil	Nil	Nil	Nil	1

**1. Eligibility:-**

- Must be permanent resident of J&K State and belong to District Reasi
- The applicants should not be below 18 years and above 37 years of age as on 1-1-2014. However age relaxation in upper age limit in case of Reserved Categories is as under in light of Government order No:- 971-GAD of 2005 dated:- 5-8-2005.

General Category Candidate	37 years
Physically Challenged	39 years
SC/ST/ALC/RBA/OSC	40 years
Candidate already in Govt. service/ Ex-serviceman	40 years/45 years respectively

**2. Education Qualification for Conductress (Female)**

Minimum matric and Maximum 12<sup>th</sup> from J&K Board of School Education or any other recognized board with cutting and tailoring Diploma from ITI or any other recognized institution.

**3. Education Qualification for Cook**

Minimum Qualification 10<sup>th</sup> Maximum 10+2 from J&K Board of School Education with Practical experience of Cooking. However no additional weight age shall be given to any candidate for higher qualification.

4. Application form duly completed along with the attested copies of following documents be Submitted in the office of the ***Nodal Officer ICDS Projects District Reasi*** w.e.f. 5-1-2014 to 25-1-2014 10.30 am to 4.00 pm on working days only.
  - a. Date of birth certificate (Matriculation Diploma)
  - b. Academic Qualification Certificate.
  - c. Marks Certificate of Matric and 10+2
  - d. Permanent Resident Certificate.
  - e. Category certificate if any (only one category is to be opted by the candidate)
  - f. Character certificate from a Gazetted Officer.
  - g. Diploma of Cutting and Tailoring
5. No application form shall be entertained or accepted after expire of stipulated period and no postal application shall be accepted after the last date prescribed for receipt of application.
6. Horizontal reservation shall be given to the eligible concerned category candidate as per standing rules.
7. Incomplete application form(s) received shall not be considered and shall deemed to have been rejected.
8. The selection committee reserved the right of short list candidates on the basic of merit.

No TA/DA will be paid for participants in the interview.

Sd/-  
Nodal Officer ICDS Projects,  
District Reasi

**Annexure-“A”**

**FORM OF APPLICATION FOR APPOINTMENT OF CLASS IV POSTS (CONDUCTRESS/COOK) IN SOCIAL WELFARE DEPARTMENT  
(DISTRICT CADRE REASI)**

1. Post Applied for \_\_\_\_\_.
2. Advertisement Notice No:- \_\_\_\_\_ dated:- \_\_\_\_\_.
3. Name of the candidate in Block Letter:- \_\_\_\_\_.
4. Parentage Name in Block Letter:- \_\_\_\_\_.
5. Martial Status \_\_\_\_\_.
6. Name of the Husband \_\_\_\_\_.
7. Date of Birth (as per matriculation certificate):- \_\_\_\_\_.
8. Permanent address :-

Paste here recent  
passport size  
photograph duly  
attested by a  
Gazetted officer

Village/Street/Mohalla \_\_\_\_\_ Post Office \_\_\_\_\_ Tehsil  
\_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_

9. Address for correspondence Village/Mohalla \_\_\_\_\_ Post Office  
\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_

10. Category to which belonging \_\_\_\_\_

11. Details of Education Qualification:-

Class	Year of Passing	Name of board	Max. Marks.	Marks Obtained	Percentage
10 <sup>th</sup>					
12 <sup>th</sup>					
Diploma / Experience					

12. The following certificates are to be attached.

- a. Date of Birth Certificate.
- b. Matriculation diploma.
- c. Marks Card of each examination passed (10<sup>th</sup> and 12<sup>th</sup>).
- d. Category Certificate if any.
- e. Permanent Residence certificate.
- f. Physically Handicap Certificate if any.
- g. Ex. Serviceman Certificate if any.
- h. Character certificate duly signed by gazetted officer.
- i. Diploma/experience certificate

I undertake that all the information submitted above is true and I have not educational qualification more than 12<sup>th</sup>. If it proved that I have educational qualification more that 12<sup>th</sup> in academics up to joining the services I shall be liable for termination and criminal prosecution for concealment of higher education. In case anything is found to be fake or fraud, I shall be personally responsible for the same and same be liable for any punishment under court of law.

**Signature of Applicant**

**OFFICE OF THE NODAL OFFICER ICDS PROJECTS DISTRICT REASI**

The District Information Officer,  
Reasi.

NO: NO/ICDS/R/Estt./2013-14/ 731

Dated: - 2 /01/2014.

Subject: - Advertisement Notice of Class IV Posts.

Madam,

Kindly find enclosed herewith the Advertisement Notice of Class IV Posts in Social Welfare Department Reasi. You are humbly requested to publish the same in popular dailies of the state for wide publicity.

Yours faithfully,

SD/  
Nodal Officer ICDS Projects  
District Reasi.

**Government of Jammu and Kashmir**  
**Department of Social Welfare**  
**Office of the Nodal Officer ICDS Projects District Reasi**

Sub:- Advertisement notice for filling up of class-IV posts in Social Welfare Department, Reasi (District Cadre).

Ref:- Govt. Order No:- 737-GAD of 2008 Dated:- 3-5-2008 and Govt. order No. 731 of 2010 dated:- 24-6-2010

**Advertisement Notice No:- 02 of 2014**

**Dated:- 02-01-2014.**

In compliance to Govt. Order No:- DSWJ/Estt./17994-18004/2013 dt:- 17-9-2013 & approval of Programme Officer ICDS Projects Distt. Udhampur (Chairman) vide letter No:- POU/3252-53/2013 dated:- 27-12-2013 & in continuation to this office advertisement notice No:- 01 of 2013 dated 27-8-2013 applications on prescribed format given in (Annexure "A") for recruitment of class-IV in Social Welfare Department District Cadre Reasi under the new recruitment policy (fixed salary mode) announced by the Government vide Govt. order No:- 257-F of 2011 dated 27-10-2011 and SRO No 332 dated:- 28-10-2011, applications are invited from permanent Resident of Jammu and Kashmir State for the post of Class-IV. The breakup of posts as per the rooster maintained in this office in light of SRO 294 of 2005 dated 21-10-2005 is given as under:-

Name of the Post	Pay Band	Total No. of Posts
Orderly	4440-7440-IS+GP 1300	2

Category wise breakup

Open Merit	RBA	SC	ST	ALC
2	Nil	Nil	Nil	Nil

The appointed candidates shall be paid monthly salary for the initial period of five (5) years of service in light of Govt. Order No:- 257-of 2011 dated:- 27-10-2011 and SRO No:- 332 dated:- 28-10-2011 as per below given mode.

S.No	Pay Band	Grade Pay	Fixed Salary (Rs. Per month) for 1 <sup>st</sup> two years	Medical Allowance	Total Salary (Rs. Per month) during 1 <sup>st</sup> two years	Fixed salary (Rs. Per month) during next three years	Medical Allowance	Total Salary during next three years (Rs. Per Month)
1	4440-7440	1300	2870	300	3170	4310	300	4610

**1. Eligibility:-**

- a. Must be permanent resident of J&K State and belong to District Reasi
- b. The applicants should not be below 18 years and above 37 years of age as on 1-1-2014. However age relaxation in upper age limit in case of Reserved Categories is as under in light of Government order No:- 971-GAD of 2005 dated:- 5-8-2005.

General Category Candidate	37 years
Physically Challenged	39 years
SC/ST/ALC/RBA/OSC	40 years
Candidate already in Govt. service/ Ex-serviceman	41 years/45 years respectively

## 2. Education Qualification :-

The minimum and maximum qualification for appointment to class IV posts shall be Matric and 10+2 respectively as prescribed vide SRO 99 of 2008 dt:- 7-4-2008, however no additional weight age shall be given to any candidate for higher qualification and the points shall be awarded as under:-

10 <sup>th</sup>	60 point (on pro rata basis)
12 <sup>th</sup>	20 point (on pro rata basis)
Viva	20 points
<b>Total</b>	<b>100 points</b>

3. Application form duly completed along with the attested copies of following documents be deposited in the office of the Nodal Officer ICDS Projects Distt. Reasi for District cadre post w.e.f. 5-1-2014 to 25-1-2014 10.30 am to 4.00 pm on working days only.
- Date of birth certificate (Matriculation Diploma)
  - Academic Qualification Certificate.
  - Marks Certificate of Matric and 10+2
  - Permanent Resident Certificate.
  - Category certificate if any (only one category is to be opted by the candidate)
  - Character certificate from a Gazetted Officer.
4. No application form shall be entertained or accepted after expire of stipulated period and no postal application shall be accepted after the last date prescribed for receipt of application.
5. Horizontal reservation shall be given to the eligible concerned category candidate as per standing rules.
6. Incomplete application form(s) received shall not be considered and shall deemed to have been rejected.
7. The selection committee reserved the right of short list candidates on the basic of merit.

No TA/DA will be paid for participants in the interview.

**Note:- Those candidates who have already applied for the post of orderlies in response to this office Advertisement Notice No:- 01 of 2013, Dated:- 27-8-2013, need not to apply again.**

Sd/-

Nodal Officer ICDS Projects,  
District Reasi

**Annexure-“A”**

**FORM OF APPLICATION FOR APPOINTMENT FOR CLASS IV POSTS (ORDERLY) IN SOCIAL WELFARE DEPARTMENT  
(DISTRICT CADRE REASI)**

1. Post Applied for \_\_\_\_\_.
2. Advertisement Notice No:- \_\_\_\_\_ dated:- \_\_\_\_\_.
3. Name of the candidate in Block Letter:- \_\_\_\_\_.
4. Parentage Name in Block Letter:- \_\_\_\_\_.
5. Martial Status \_\_\_\_\_.
6. Name of the Husband \_\_\_\_\_.
7. Date of Birth (as per matriculation certificate):- \_\_\_\_\_.
8. Permanent address :-

Paste here recent  
passport size  
photograph duly  
attested by a  
Gazetted officer

Village/Street/Mohalla \_\_\_\_\_ Post Office \_\_\_\_\_ Tehsil  
\_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_

9. Address for correspondence Village/Mohalla \_\_\_\_\_ Post Office  
\_\_\_\_\_ Tehsil \_\_\_\_\_ District \_\_\_\_\_ Pin Code \_\_\_\_\_
10. Category to which belonging \_\_\_\_\_
11. Details of Education Qualification:-

Class	Year of Passing	Name of board	Max. Marks.	Marks Obtained	Percentage
10 <sup>th</sup>					
12 <sup>th</sup>					

12. The following certificates are to be attached.
  - a. Date of Birth Certificate.
  - b. Matriculation diploma.
  - c. Marks Card of each examination passed (10<sup>th</sup> and 12<sup>th</sup>).
  - d. Category Certificate if any.
  - e. Permanent Residence certificate.
  - f. Physically Handicap Certificate if any.
  - g. Ex. Serviceman Certificate if any.
  - h. Character certificate duly signed by gazetted officer.

I undertake that all the information submitted above is true and I have not educational qualification more than 12<sup>th</sup>. If it proved that I have educational qualification more that 12<sup>th</sup> in academics up to joining the services I shall be liable for termination and criminal prosecution for concealment of higher education. In case anything is found to be fake or fraud, I shall be personally responsible for the same and same be liable for any punishment under court of law.

**Signature of Applicant**